

BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION

Blairstown, New Jersey 07825

www.blairstownelem.net

January 7, 2016 Reorganization Meeting Minutes

CALL TO ORDER The Blairstown Township Board of Education held this meeting in the School Library on Thursday, January 7, 2016.
Mrs. Petty, Board Secretary, called the meeting to order at 7:08PM.

FLAG SALUTE Everyone present was requested to rise and repeat the Pledge of Allegiance.

SUNSHINE LAW Mrs. Petty read the Notice of Meeting and Mission Statement

MISSION STATEMENT

ROLL CALL The following board members were present: Mrs. Glory, Mrs. Hadden, Mr. Herrmann, Mrs. Mantegna, Mrs. McLain, Mrs. Ruben, and Mrs. Wood-Rosso

Absent: Mr. Cook and Mr. Karolchyk

Tardy: Mrs. Wood-Rosso arrived at 8:08PM

Also Present: Mr. Saalfield, Superintendent; Mrs. Petty, SBA/Board Secretary; and Mr. Leal, Principal; Mr. Brown, Attorney; and several members of the staff and community

ADMINISTRATION OF OATH OF OFFICE TO NEW BOARD MEMBERS – Mrs. Petty swore in the following re-elected Board Members: Mrs. Glory, Mrs. Hadden, Mrs. Mantegna, and Mrs. Ruben.

CALL FOR NOMINATIONS FOR PRESIDENT

Mr. Herrmann was nominated by Mrs. Glory. No other nominations were heard.

A motion was made by Mrs. Mantegna, seconded by Mrs. McLain, and carried unanimously to close the nominations for BOE President and cast the ballot for Mr. Dirk Herrmann as President of the Board of Education for 2016.

At this point Mrs. Petty turned the meeting over to Mr. Herrmann.

CALL FOR NOMINATIONS FOR VICE-PRESIDENT

Mrs. McLain was nominated by Mrs. Ruben. No other nominations were heard.

A motion was made by Mrs. Ruben, seconded by Mrs. Glory, and carried unanimously to close the nominations for Vice-President and cast the ballot for Mrs. Margaret McLain as Vice-President of the Board of Education for 2016.

A motion was made by Mrs. McLain, seconded by Mrs. Hadden, and carried unanimously by roll call vote to appoint the following personnel and/or firms and bank signatories for 2016:

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PERSONNEL AND/OR FIRMS APPOINTMENTS FOR 2016

- | | |
|---|--|
| a. Board Engineers | Suburban Consulting Engineers and RKO&E |
| b. Board Attorney | Schwartz Simon Edelstein & Celso |
| c. Board Auditors (See System Review Report)* | Ardito & Co. |
| d. Treasurers | Georgette Range & Joanne Ashton (Cafeteria Fund) |
| e. School Business Administrator/Board Secretary | Molly Petty |
| f. Public Agency Compliance Officer, Custodian of Records,
Right-to-Know Compliance Officer, & Qualified
Purchasing Agent | Molly Petty |
| g. Substance Abuse Coordinator | Michele Andrews |
| h. Attendance Officer, Affirmative Action Officer,
504 Officer, Safety & Health Designee, and ADA Officer | Bruce Leal |
| i. Homeless Liaison | Sheri Brady |
| j. AHERA Coordinator, Chemical Hygiene Officer,
Integrated Pest Management Coordinator, Asbestos
Management and PEOSHA Officer/Coordinator, & Indoor Air Quality Designee | Thomas Amalfitano |
| k. Insurance Agents | Brown & Brown |
| l. Health Insurance Brokers | Integrity Consulting Group |
| m. School Doctor | Dr. Boris Freyman |
| n. Psychological Examiner | Wendy Keefer |

DESIGNATIONS OF THE FOLLOWING APPOINTMENTS:

- a. Official Newspaper: Express Times; Alternate – Star Ledger
- b. Bank Depositories: First Hope Bank, PNC Bank, and Lakeland Bank
- c. Designate Board Secretary as the person responsible for investments.
- d. Authorize Superintendent and Board Secretary to make line item transfers, to be approved at the next meeting.
- e. Adopt all existing policies, textbooks, and the following curriculum of the Blairstown Twp. Board of Education for 2016: Math, Science, English, Social Studies, Health, Physical Education, Technology, Fine & Performing Arts, World Language, Language Arts Literacy, and 21st Century Skills.
- f. Adopt the Danielson Teacher Evaluation Model and the Multidimensional Principal Performance Rubric Administrator Model.
- g. Designate Superintendent's secretary and CST secretary as the people responsible for each respective petty cash fund.
- h. Designate Superintendent and Board Secretary/SBA to implement 2016-2017 Budget pursuant with local/state policies and regulations.
- i. Adopt the NJSBA Code of Ethics*

BANK SIGNATORIES:

A motion was made by Mrs. McLain, seconded by Mrs. Mantegna, and carried unanimously by roll call vote to designate the following signatures on each bank account for 2016:

General - President, Treasurer, Secretary	
Payroll - Treasurer	SUI - Treasurer
Agency - Treasurer	Cafeteria - Treasurer

BOARD MEMBER APPOINTMENTS:

Mr. Herrmann asked the Board to let him know of any requests for changes in committee membership.

2016 BOARD MEETING SCHEDULE – A motion was made by Mrs. McLain, seconded by Mr. Herrmann, and carried unanimously to approve the attached schedule of 2016 Board meetings.

SUPERINTENDENT’S AGENDA

APPROVE REGULAR MINUTES - A motion was made by Mrs. McLain, seconded by Mrs. Ruben, and carried unanimously to approve the minutes as submitted for December 10, 2015.

NEW BUSINESS

1. **Superintendent’s Update** – Mr. Saalfield presented certificates of appreciation to the Board members for Board appreciation month. He and Mrs. Petty discussed Cadillac tax penalty estimates. Mr. Saalfield also spoke of being a participant in a pilot program for blended online learning modules. He wants to invite Lt. Losey and the Township Committee members to next month’s meeting to express appreciation for all of their assistance, especially in security matters. He noted interesting items in policies concerning the evaluation of the Superintendent. Mrs. Ruben noted she felt that we should require certificates for service animals.
2. **Principal’s Report** – Mr. Leal noted that the Winter Concert was extremely good and well-attended and that the Christmas caroling in Spanish (4th graders) were very good. The Spelling Bee is underway, as are rehearsals for the Shakespeare workshop.

PUBLIC HEARING & PETITION

In support of Mr. Saalfield’s suggestion to formally express appreciation to local police, Mrs. O’Connell noted that she recalls Lt. Losey attending a cyber-safety workshop for parents and doing a wonderful job, all on his own time.

APPROVE FINANCIAL REPORTS - A motion was made by Mrs. McLain, seconded by Mrs. Mantegna, and carried unanimously by roll call vote to approve the November Board Secretary’s Reports, in agreement with the Treasurer’s Reports, in the amount of \$1,413,899.53 in Total Government Funds and to certify that as of November 30, 2015, after review of the Secretary and Treasurer’s monthly financial reports (appropriations section) and upon consultation with the appropriate district officials, to the best of our knowledge no major account or fund has been overexpended in violation with N.J.A.C.6A:23A-16.10(c)4 and that sufficient funds are available to meet the district’s financial obligation for the fiscal year.

APPROVE PAYMENT OF BILLS - A motion was made by Mrs. McLain, seconded by Mr. Herrmann, and carried unanimously by roll call vote to approve payment of the General Fund Bills & Claims list in the amount of \$786,215.96 and the Food Service Fund Bill List in the amount of \$20,016.25.

MOTION ITEMS

A. PERSONNEL

A motion was made by Mrs. Mantegna, seconded by Mrs. Hadden, and carried unanimously by roll call vote to approve the following five Personnel items (RCV):

1. Workshop and Mileage Reimbursement Requests – To approve the attached list of workshop and mileage reimbursement requests.
2. Hire Substitutes – To accept the Superintendent’s recommendation to add the name of Josef Kampfe to the substitute teacher list, and the names of Agnes Hatziorfanos and Rick Walters to the substitute bus driver list for the remainder of the 2015-16 School Year.
3. Approve NJFLA Leave of Absence – To approve Mrs. Gnall’s request for an unpaid medical leave under the NJFLA, per the terms of her December 16th letter.
4. Approve Mrs. Fleming’s Maternity Leave – To approve Mrs. Fleming’s maternity leave of absence request, per the terms of her December 18th letter.
5. Approve Requests to Move Across Guide – To approve Miss Farley and Miss Perry’s requests to move across to the MA+15 credits column of the BTA Salary Guide, effective February 1, 2016.

B. FACILITIES

1. Facilities’ Use Requests – A motion was made by Mr. Herrmann, seconded by Mrs. Glory, and carried unanimously to approve the attached list of Facilities’ Use Requests.

C. EDUCATIONAL

1. HIB Report – Mr. Saalfield informed the Board that there has been once incident since the last meeting, wherein a male made comments about a female’s hair. The male student was made to write a letter of apology to the victim and then meet with the school counselor. Mr. Leal added that he will be working closely with teachers in the future so that they can better inform students what language is and is not permitted.

*Mrs. Wood-Rosso arrived at this point.

2. QSAC Equivalency – A motion was made by Mr. Herrmann, seconded by Mrs. Hadden, and carried unanimously to approve the QSAC Equivalency application.

D. TRANSPORTATION

1. Ski Club Bus - A motion was made by Mrs. McLain, seconded by Mrs. Hadden, and carried unanimously by roll call vote to approve use of the school's mini-bus to transport ski club students during January and February 2016. One of our substitute drivers will drive, and the cost will be paid by students in the ski club.

- E. POLICY** – A motion was made by Mrs. Mantegna, seconded by Mrs. Hadden, and carried unanimously by roll call vote to approve the first reading of the following policies and regulations:

P&R1240 – Evaluation of Superintendent

P&R 3221 – Evaluation of Teachers

P&R 3222 – Evaluation of Teaching Staff Members, Excl. Teachers and Administrators

P&R 3223 – Evaluation of Administrators, Excl. Principals, Vice-Principals, and Assistant Principals

P&R 3224 – Evaluation of Principals, Vice-Principals, and Assistant Principals

P 3431.1 - Family Leave

P 4431.1 - Family Leave

P 5337 - Service Animals (Mr. Brown to determine if Board can require certificates for service.)

P 5516 - Use of Electronic Communications and Recording Devices

OLD BUSINESS – Andrew Brown, Esquire, provided the Board with an update on the sale of the Lambert Road property, noting that the State has given its approval for the transaction. His firm is working on the contract of sale. Mrs. Glory reiterated her feelings on using this sale to gain leverage in securing additional library services.

CORRESPONDENCE – None.

PUBLIC HEARING & PETITION – None.

ADJOURNMENT – A motion was made by Mrs. Wood-Rosso, seconded by Mrs. Hadden, and carried unanimously to adjourn the meeting at 8:17PM.

Respectfully submitted,

Molly Petty
School Business Administrator